

Leverage the Multi-Address Capability to boost your business performance

Did you know that the Tally.ERP 9 system enables you to save multiple addresses for your company and ledgers based on your individual requirement?

Do you work out of one office and have a godown located in another place altogether? Is it a problem to constantly co-ordinate with your suppliers to send the invoice to your office address, and the material directly to your godown? Or are you facing this problem where your suppliers have multiple addresses and want you to send the stock, reports, invoices etc. to different locations each time?

Tally.ERP 9 provides you a simple and easy solution, by enabling you to save an unlimited number of addresses for any ledger, or even your own company, with personalised names for each. This will help in faster identification of the addresses, for example in case a company has multiple branches in the same city, then each can be identified with a unique name set by you. For example, you may want to use your Branch Office address on invoices for a particular customer, while the godown address on the Purchase Order for your supplier. Further, while printing any report, you can select the address as required; say the Head Office in some and the Registered Office in some.

Let us see how multiple addresses can be saved in Tally.ERP 9.

Entering multiple addresses for the company

To enable the feature,

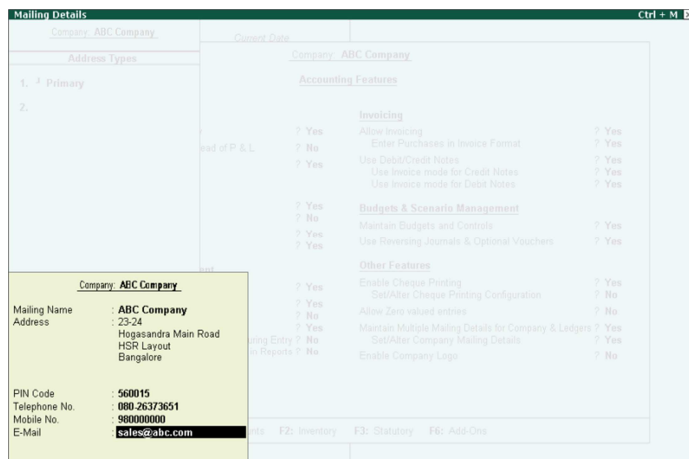
- Go to 'Gateway of Tally > F11: Features > Accounting Features'
- Select 'Yes' for 'Maintain Multiple Mailing Details for Company & Ledgers'
- Select 'Yes' for 'Set/ Alter Company Mailing Details' as shown:

Company: ABC Company			
Accounting Features			
General		Invoicing	
Integrate Accounts and Inventory	? Yes	Allow Invoicing	? Yes
Income/Expense Statement instead of P & L	? No	Enter Purchases in Invoice Format	? Yes
Allow Multi-Currency	? Yes	Use Debit/Credit Notes	? Yes
Outstandings Management		Use Invoice mode for Credit Notes	? Yes
Maintain Bill-wise Details (for Non-Trading A/cs also)	? Yes	Use Invoice mode for Debit Notes	? Yes
Activate Interest Calculation (use advanced parameters)	? Yes	Budgets & Scenario Management	
Cost/Profit Centres Management		Maintain Budgets and Controls	? Yes
Maintain Payroll	? Yes	Use Reversing Journals & Optional Vouchers	? Yes
Maintain Cost Centres	? Yes	Other Features	
Use Cost Centre for Job Costing	? No	Enable Cheque Printing	? Yes
More than ONE Payroll / Cost Category	? Yes	Set/Alter Cheque Printing Configuration	? No
Use Pre-defined Cost Centre Allocations during Entry	? No	Allow Zero valued entries	? No
Show Opening Balance for Revenue Items in Reports	? No	Maintain Multiple Mailing Details for Company & Ledgers	? Yes
		Set/Alter Company Mailing Details	? Yes
		Enable Company Logo	? No

F1: Accounts F2: Inventory F3: Statutory F6: Add-Ons


You come to the 'Address Types' screen.

- Press 'Enter' for 'Primary'. The Primary address is the same address which has been entered by you while creation of the company. If any modifications are made to it here, the same will automatically change in the 'Company Creation' screen as well.
- Enter the details of the Address as shown:



Company: ABC Company	
Mailing Name	ABC Company
Address	22-24 Hogasandra Main Road HSR Layout Bangalore
PIN Code	560015
Telephone No.	080 26373651
Mobile No.	980000000
E-Mail	sales@abc.com

On pressing 'Enter' you return to the 'Address Types' screen, where you can enter as many addresses as required and give each location a personalized name.



Address Type	
Company: ABC Company	
Address Types	
1.	Primary
2.	Branch Office 1
3.	Branch Office 2
4.	Godown 1
5.	Godown 2
6.	Registered Office

Press 'Enter' and save.

Entering multiple addresses for a ledger

To create a ledger,

- Go to 'Gateway of Tally > Accounts Info > Ledgers > Create'
- Press 'F12: Configure'. You come to the 'Ledger Configuration' screen
- Set 'Yes' for 'Use Multiple Address' as shown:

Ledger Configuration	
Allow ALIASES along with Names	? No
Allow Language ALIASES along with Names	? No
Allow ADVANCED entries in Masters	? Yes
Add NOTES for Ledger Accounts	? No
Use ADDRESSES for Ledger Accounts	? Yes
Use CONTACT Details	? No
Use MULTIPLE Addresses	? Yes
Use Other Information for Ledger Accounts	? No

- Press 'Enter' to return to the 'Ledger Creation' screen
- Enter the details of the primary address under 'Mailing Details'
- Select 'Yes' under 'Set/ Alter Multiple Mailing Details?'

Ledger Creation		ABC Company		Total Op. Bal.
Name : New Ledger			200,000.00 Dr	
			Difference	
			200,000.00 Dr	
Under : Sundry Creditors (Current Liabilities)		Mailing Details		
Currency of Ledger : ₹		Name : New Ledger		
Maintain balances bill-by-bill ? Yes		Address : 123		
Default Credit Period :		New Horizon Road		
Set Credit Limit :		Bangalore		
Inventory values are affected ? No		State : Karnataka		
Cost centres are applicable ? No		PIN Code : 560123		
Activate Interest Calculation ? No		Set/Alter Multiple Mailing Details ? Yes		
		Tax Information		
		PAN / IT No. :		
		Sales Tax No. :		
		CST No. :		
		Set/Alter Excise Details? No		
Opening Balance (as 1.Apr.2011) :				

You come to the 'Address Types for' screen, which is similar to the screen which opens for saving multiple addresses for the company. Enter the name of the additional location for which you wish to save the address. Say you have entered 'Branch Office'.

You will come to the 'Mailing Details for: Branch Office' screen. Enter the address details.

Mailing Details for: Branch Office

Address : No. 235/1
New Market Street
Mangalore

State : Karnataka
PIN Code : 567446

Statutory & Taxation Information

PAN / Income Tax No. : XXXXXXXXXX
TIN / Sales Tax No. :
CST No. :

Press 'Enter' to return to the 'Address Types for' screen. Here you can save the details of all the different locations from which the ledger company operates.

Note: To modify an address at a later date,

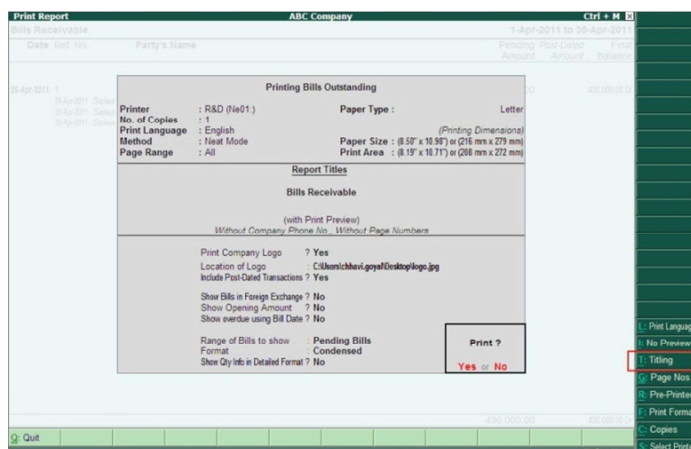
- Go to 'Gateway of Tally > Accounts Info > Ledgers > Alter'

Utilization of the multiple addresses feature while printing reports

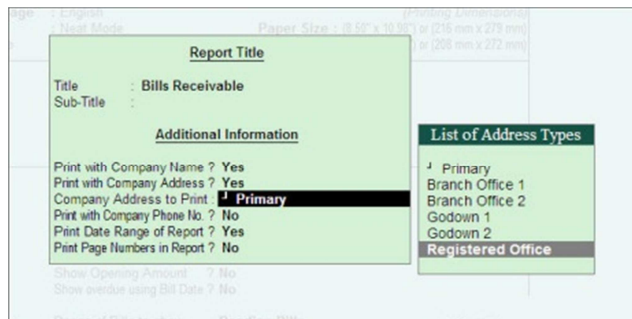
As shared in the beginning, one of the important benefits of this feature is that the required address can be printed on the report as per your choice. For example, if your customer has to be sent the Outstandings statement, and he has only dealt with one particular office, then you can easily modify the address on the same, to reflect the address of that location.

Let us see how to select an address for printing in the Outstandings statement.

- Go to 'Gateway of Tally > Display > Statements of Accounts > Outstandings > Receivables'
- Press 'Alt + P' to print or click on the 'P: Print' Button
- You come to the 'Printing Bills Outstanding' screen. Press 'Alt + T' to change Titling or click on the 'T: Titling' button as shown:



- You come to the 'Report Title' Screen
- Select the required location form the 'List of Address Types' displayed under 'Company Address to Print' option



Report Title

Title : Bills Receivable
Sub-Title :

Additional Information

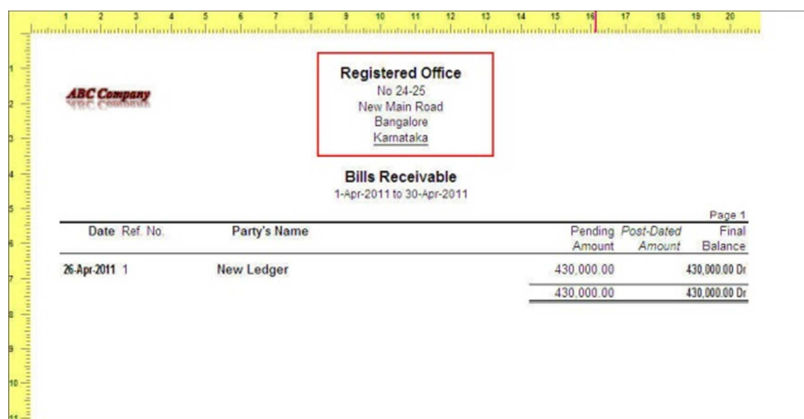
Print with Company Name ? Yes
Print with Company Address ? Yes
Company Address to Print : Primary
Print with Company Phone No ? No
Print Date Range of Report ? Yes
Print Page Numbers in Report ? No

Show Opening Amount ? No
Show overdue using Bill Date ? No

List of Address Types

- Primary
- Branch Office 1
- Branch Office 2
- Godown 1
- Godown 2
- Registered Office

Press 'Enter' and select 'Yes' under 'Print?'. The Printed Bills Outstanding Report is as shown below:



Date	Ref No.	Party's Name	Pending Amount	Post-Dated Amount	Final Balance
26-Apr-2011	1	New Ledger	430,000.00		430,000.00 Dr
			430,000.00		430,000.00 Dr

This is an extremely powerful feature in Tally.ERP 9 which provides an all-encompassing method to save complete details not just about your own organization, but about the various parties which you are dealing with. Simultaneously, combined with the capability to print your company logos, this feature also provides flexibility for you to personalize each printed document with the required address details and not waste resources on printed letterheads and stationery.